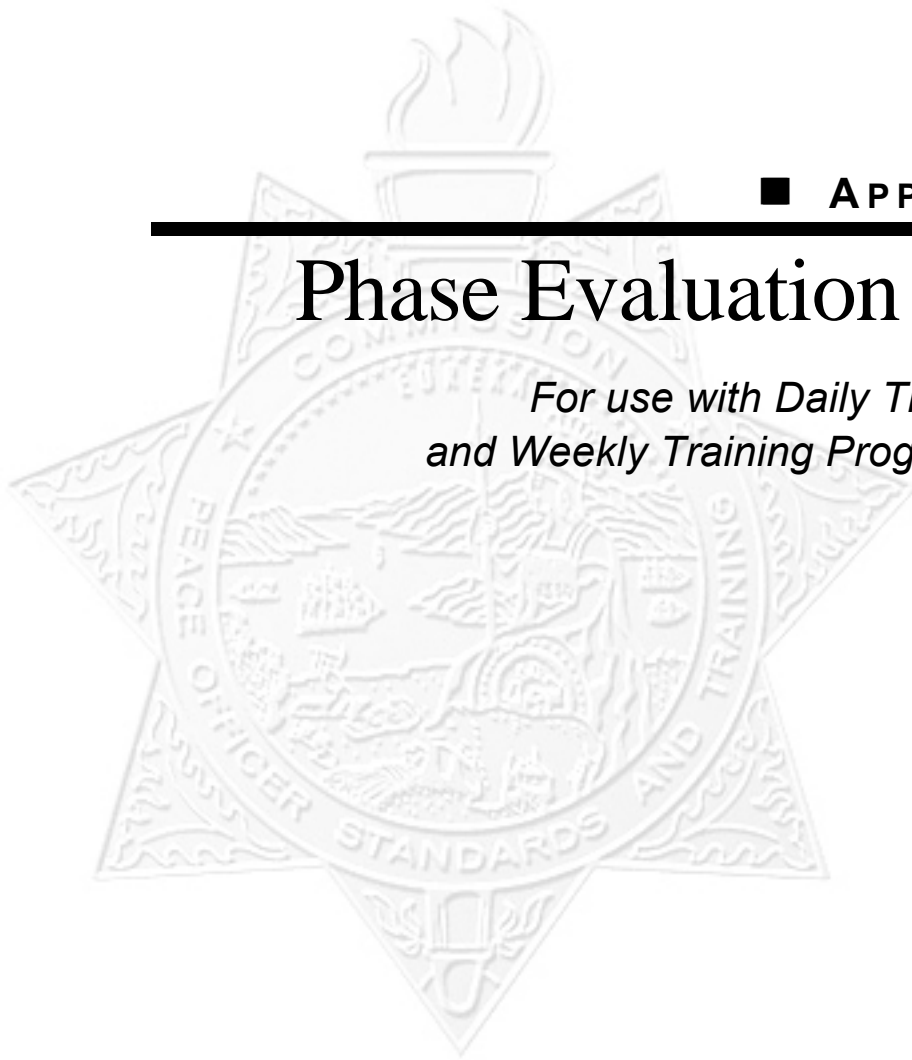■ **APPENDIX VII**

Phase Evaluation Report

For use with Daily Training Notes
and Weekly Training Progress Reports

PHASE 1   EVALUATION REPORT

Trainee	Evaluation Period From: To:	Date

This Phase Evaluation Report provides the trainee with feedback so that good performance will continue and/or deficient performance will improve. Performance in each area will be rated on a scale of 1 to 4. The following describes the value of the numerical rating scale:

    4 – BETTER THAN ACCEPTABLE: Performance exceeds the agency's standard

    3 – ACCEPTABLE: Performance meets the agency's standard

    2 – IMPROVEMENT IS NEEDED: Performance is progressing toward acceptable but does not yet meet the agency's standard

    1 – UNACCEPTABLE: Performance is not at an acceptable level

    NRT – NOT RESPONDING TO TRAINING: Trainee has been rated at level 1 or 2 and after remediation, shows no improvement in performance

A rating of 1 or 2 requires a written statement outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level.

PERFORMANCE AREAS	NRT	1	2	3	4

I have reviewed this Phase Evaluation Report with my Field Training Officer. I wish to discuss the evaluation with the FTP Supervisor/Administrator/Coordinator: _____ Yes _____ No.

_____   _____
Trainee's Signature   Date   FTO's Signature   Date

_____
FTP SAC's Signature   Date

_____

Trainee's Signature   Date   FTO's Signature   Date

FTP SAC's Signature   Date